

**Request to Place an Item on the Agenda**Name: Melanie VincentAddress: Todd County Middle School (library)Telephone number: 270-265-2511

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: TCMS Library/Media CenterCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): David Carmichael, principal, TCMSDescription of Issue: Several library books are in a state of disrepair; several pages missing or ripped out, etc.Specific Action Requested: Requesting to surplus the attached list of library books from TCMS inventory.Check if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06